

# **CHAPTER 1**

## **Roles and Responsibilities**

### **Section 1 - Administrative Responsibilities**

Department Heads  
Research Directors (Principal Investigators / Faculty / Instructors /  
Supervisors)  
Department Laboratory Safety Coordinator  
Employees and Students  
Environmental Health & Safety

### **Section 2 - Safety Committees**

## **Roles and Responsibilities**

University policy mandates a safe and healthful environment for its faculty, staff, students, and visitors. The Chancellor has delegated to each dean, director, chairperson/department head, and supervisor the responsibility for safety performance within their respective units. Environmental Health and Safety (EH&S) and the campus safety committees help ensure that campus policies, as well as state and federal mandates, are followed. EH&S and the safety committees have developed this Laboratory Health and Safety Manual / Chemical Hygiene Plan to define administrative responsibilities, accepted safety guidelines and standards, proper laboratory facilities, safety equipment, emergency procedures, medical surveillance, exposure monitoring, training, and recordkeeping requirements. The contents of the Manual are largely based on applicable health and safety standards promulgated by federal and state agencies, including the Occupational Safety and Health Administration (OSHA) regulations regarding occupational exposure to hazardous chemicals in laboratories (Appendix C) as well as published standards of nationally recognized professional health and safety groups.

### **Section 1 - Administrative Responsibilities**

Each faculty member is responsible for implementing all University health and safety policies in his/her laboratory. Each Department Head will ensure compliance with existing health and safety policies by designating a Department Laboratory Safety Coordinator. EH&S is available to provide additional oversight, training, consultation, and technical assistance. Specific responsibilities are outlined below:

#### **Responsibilities of Department Heads**

- Implementing University safety and health policies
- Designating a Department Laboratory Safety Coordinator
- Reviewing and granting approval for laboratory operations that involve particularly hazardous chemicals

#### **Responsibilities of Research and Teaching Directors (Principal Investigators / Faculty / Instructors / Supervisors)**

- Conducting inspections in his/her labs to ensure compliance with existing policies
- Informing all laboratory staff and students under his/her supervision of the potential hazards associated with laboratory operations and procedures for dealing with accidents
- Assuring employee and student training of those workers under his/her supervision as required by the Massachusetts Right-to-Know Law and University health and safety policies
- Supervising the laboratory to ensure that safe practices, personal protective equipment, and engineering controls are employed

- Instructing the laboratory staff on the location and use of safety equipment in the facility
- Ensuring that laboratory workers complete and submit forms for obtaining 'lab operations' for working with particularly hazardous chemicals
- Ensuring that laboratory workers understand how to work safely with chemicals
- Reporting accidents and any other safety problems to the Department Laboratory Safety Coordinator and EH&S
- Maintaining pertinent Material Safety Data Sheets (MSDS) in the laboratory. These may be in the form of readily available online documents.

### **Responsibilities of Department Laboratory Safety Coordinator**

- Attending the Department Laboratory Safety Coordinator meetings and communicating information on health and safety policies to faculty and staff
- Assisting faculty and staff members in implementing University safety and health policies
- Reporting safety-related incidents and potential safety problems to EH&S

### **Responsibilities of Employees and Students**

- Following all safety and health procedures specified in the Laboratory Health and Safety Manual and by the faculty supervisor in the laboratory
- Attending required health and safety training sessions. All new employees and lab workers must attend a lab safety and fire training with EH&S. These are offered (scheduled on web site) twice a month and by special arrangement. Annual refresher training via the OWL system is also required for Right to Know, Hazardous Waste Lab Safety modules. The OWL system may be accessed at: [www.ehs.umass.edu/owltrainng](http://www.ehs.umass.edu/owltrainng)
- Reporting accidents, unhealthy, and unsafe conditions to the faculty supervisor, and/or EH&S
- Notifying the faculty supervisor of any pre-existing health conditions that could lead to a serious health situation in the laboratory
- Documenting specific operating procedures for work with particularly hazardous chemicals, including 'select carcinogens', reproductive toxins, and chemicals with high acute toxicity

### **Responsibilities of Environmental Health & Safety**

- Providing technical guidance on matters of laboratory safety
- Inspecting laboratories to ensure compliance with safety and health guidelines and regulations, and to assist with remediation of safety issues
- Investigating accidents and recommending action to reduce the potential for recurrence
- Coordinating clean-up operations in the event of chemical spills or other contamination
- Developing and conducting training programs in laboratory safety
- Working with state and local officials on matters of codes and enforcement
- Assisting laboratory personnel with evaluating, preventing and controlling hazards

- Overseeing the adoption and implementation of all University health and safety policies
- Maintaining and updating the Laboratory Health and Safety Manual / Chemical Hygiene Plan
- Conducting chemical environmental / exposure monitoring as needed

## **Section 2 - Safety Committees**

The following UMass/Amherst safety committees have been established in accordance with state and federal mandates: Radiation Use Committee (RUC), and Institutional Biosafety Committee (IBC). An Institutional Chemical Safety Committee (ICSC) has also been established. The members of these safety committees are appointed by the Vice Chancellor for Research and Engagement. The responsibility of the safety committees shall be to establish safety and health policies in accordance with federal, state, and local laws and regulations and to evaluate research being conducted on the UMass/Amherst campus for safety and health considerations.

In addition UMass/Amherst has an Institutional Animal Care & Use Committee (IACUC) and an Institutional Review Board (IRB). These two committees ensure that research and teaching at UMass Amherst that involves animal (IACUC) and/or human subjects (IRB) is conducted in compliance with state and federal laws pertaining to the health and welfare of the research subjects. These committees may refer research projects brought to them for review to the appropriate safety officer and/or safety committee for environmental health and safety review.

The Institutional Chemical Safety Committee (ICSC) is the principal campus committee charged with advising on matters that relate to the safe use of chemicals in the laboratory environment. This includes reviewing and approving guidelines and standard operating procedures and practices for the use of chemicals. The ICSC provides assurance that activities at the UMass/Amherst campus do not present unacceptable risks to the health and safety of faculty, staff, students, visitors and the local community.